

Job Search Requirements

To continue receiving benefits, you **must**:

Look for work *at least*:

- 3 times per week on
- 3 or more different days

You must also keep a record of your work searches.

If you are a union member and may only accept work through your Union, you must keep track of all contacts between you and the Union.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Work Search Activity Log

Use this Work Search Log to:

- Record your job search activities,
- Take to your Career Center appointments, and
- Prove you are looking for work if you are randomly selected.

You will probably look for work more often and in more ways than required. But you only have to record 3 searches per week on 3 different days.

Get more copies of this form at any Career Center or at www.mass.gov/dua/forms.

Job Search Log

Name _____ Social Security Number: _____

Week Starting Sunday (date):				– Saturday (date):		
	Date	Position	Pay rate	Employer name and address/employer website	Method of contact	Results
#1					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#2					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#3					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone Number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	

FAILURE TO SUBMIT A **COMPLETE** FORM MAY RESULT IN DISQUALIFICATION FROM RECEIVING BENEFITS AND A POTENTIAL OVERPAYMENT FOR BENEFITS ALREADY RECEIVED.

Include any documentation related to the worksearch activity listed above such as email with employer, job application, receipt, job posting, job fair announcement, networking club information or Career Center services.